

CALIFORNIA TAHOE CONSERVANCY

1061 Third Street
SOUTH LAKE TAHOE, CA 96150
(530) 542-5580



Special Use Request Application for Grant Projects and CalTrans Projects on California Tahoe Conservancy land

This application applies to uses of Conservancy land requested pursuant to Conservancy Erosion Control Grants and CalTrans Projects requiring a permanent easement or long-term use.

1. Name of Requesting Entity: _____
2. Contact Person: _____
 - a. Email: _____
 - b. Phone number: _____
3. List the Assessor's Parcel Number(s), street name, and description of use on the requested Conservancy lands in the table below:
Name of County: _____

Assessor's Parcel Numbers	Street Name	Description of Use

4. Grant/Project Name: _____
5. Start date of proposed work: (mm/dd/yy) _____
6. Anticipated completion date of construction: (mm/dd/yy) _____
7. Proposed term for license/easement: _____

Include the following attachments

(each attachment must be labeled with the appropriate attachment number):

1. **Brief description and purpose of the proposed use and project.** Specific, descriptive language which the Requesting Entity would like used in the easement/license itself. If

- the proposed use is for a non-permanent improvement, such as a monitoring well, a description of the method of installation and removal should be included.
2. **Parcel map** depicting the parcel(s) in question / project area.
 3. **Plan(s)** depicting proposed permanent improvements on each parcel. (preferably one plan per parcel) APN shall be clearly delineated on each plan.
 4. **CEQA Information.** Include information on what, if any, CEQA analysis the Requesting Entity intends to complete. This includes reference to categorical or statutory exemptions if applicable.
 5. **Permits required for proposed project.** Provide list of needed permit(s) and date applied for each permit.

Timelines for Grant & CalTrans Projects

- Requests must be submitted at least **3 months** to a Conservancy Board meeting in order to be included on that agenda.
- Once all required information has been submitted, Conservancy staff will contact the Requesting Entity within **15 State working days** to inform Requesting Entity whether application is complete and whether Request has been approved by staff for Board recommendation.
- If the requested use requires an easement, legal descriptions and accompanying maps will be required after a determination by staff is made.
- If the application is determined complete and Request has been approved by staff for Board recommendation, Conservancy Legal staff will require, at a minimum, **20 state working days** to complete a draft Easement or License. The Conservancy may provide this draft Easement or License to the Requesting Entity prior to Conservancy Board approval, but language is subject to change, and subject to Board authorization.

Mail this form & attachments to:

California Tahoe Conservancy
Attn: (Insert Conservancy Project Manager's Name)
1061 Third Street
South Lake Tahoe, CA 96150